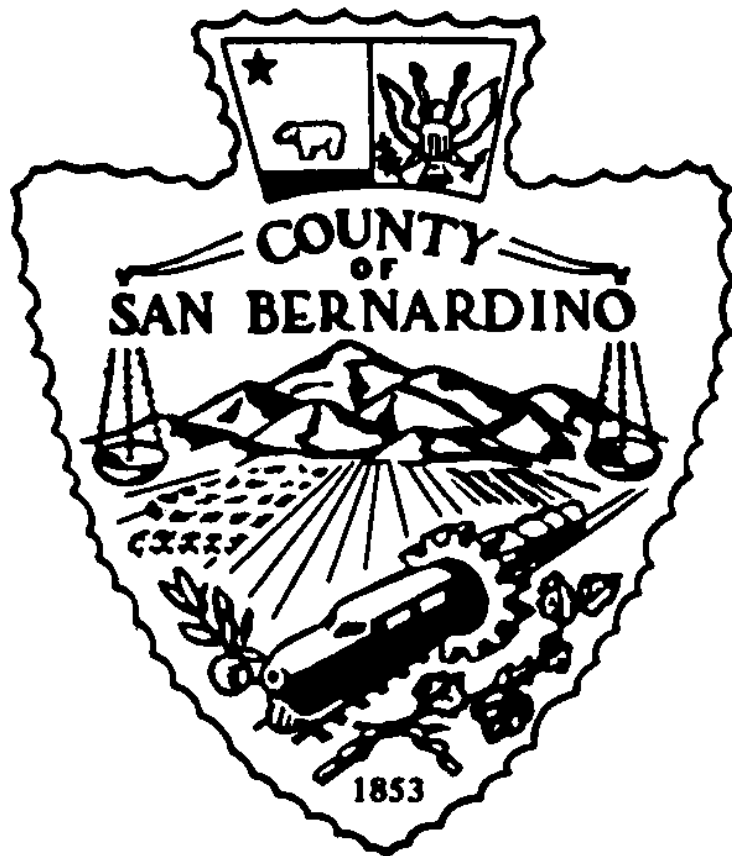


Fire/Emergency Evacuation



COUNTY OF SAN BERNARDINO
EMERGENCY ACTION & FIRE PLAN

SEPTEMBER 2000

**COUNTY OF SAN BERNARDINO
EMERGENCY ACTION & FIRE PLAN**

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COUNTY OF SAN BERNARDINO EMERGENCY ACTION AND FIRE PLAN

SCOPE

Title 8, California Code of Regulations, General Industry Safety Orders, Section 3220, requires all California Employers to formulate and implement a written Emergency Action Plan. Similarly, Section 3221 of the above referenced regulations requires all California employers to formulate and implement a written Fire Plan.

Recognizing that individual departments require differing degrees of Emergency Preparedness and Fire Prevention Planning, this procedure includes minimum elements required in individual department written documents.

Each San Bernardino County operating location must prepare, implement and maintain two written documents; the first identified as an Emergency Action Plan, and the second identified as a Fire Plan.

PURPOSE

Title 8, California Code of Regulations, General Industry Safety Orders, Section 3220 specifically requires the following:

1. A written program which must include elements indicated in 2 through 9 following:
2. Emergency escape procedures and emergency route assignments;
3. Procedures to be followed by employees who must remain during initial stages of an evacuation to complete critical activities;
4. Procedures to account for all employees when an emergency evacuation has been completed;
5. Rescue and medical duties for those employees who are to perform them;
6. The means of reporting fires and other emergencies;
7. A description of the alarm system, alarm procedure, or emergency evacuation notification procedure;

8. Emergency procedures to be followed in specific circumstances;
9. Employee emergency training: a) when the emergency plan is initially implemented; b) when employees are initially assigned to the work location; c) when the written procedure is changed.

Title 8, California Code of Regulations General Industry Safety Orders, Section 3221, specifically requires the following:

1. A written program which must include elements indicated in 2 through 5 following:
2. Identification of potential fire hazards and proper handling and storage procedures, potential ignition sources and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
3. Names, job titles, or other designation of individuals responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires;
4. Housekeeping procedures to insure that accumulations of combustible materials and residues do not exist, and to insure that access to fire suppression equipment is clear of obstructions;
5. Employee fire prevention training to include the nature of hazards in the workplace, methods and responsibilities for fire suppression equipment maintenance, and fire extinguisher training where employers are expected to use such equipment.

RESPONSIBILITY AND AUTHORITY

County of San Bernardino, Board of Supervisors Policy Number 09-07 establishes that Assistant County Administrators, Department Heads and Directors of Board Governed Special Districts are the responsible individuals for implementation and maintenance of the Occupational Illness and Injury Prevention Program.

County of San Bernardino, Board of Supervisors Policy Number 08-01 and Standard Practice 08-01SP establishes that County Safety Coordinators shall administer Building, Safety and Security Plans, coordinate Emergency Evacuation Plans, Department Emergency Operation Plans, Building Security Plans, Fire Plans and Safety Procedures.

MINIMUM ACCEPTABLE REQUIREMENTS

The following includes the minimum elements to be included in Emergency Action Plans which are required to be prepared for every manned work site under authority of the San Bernardino County Board of Supervisors.

1. A written description of the following levels of emergency response for a specific worksite and the emergency responses required of employees for each level of emergency
 - A. Minor Emergency
 - B. Moderate Emergency
 - C. Major Emergency
2. A floor plan and exit diagram which identifies the location of the following:
 - A. Alarm system pull stations
 - B. Utilities turn off locations
 - C. Fire extinguishers and other suppression equipment location
 - D. First aid kits
 - E. Emergency equipment
3. A list identifying by name and location persons who will require assistance to evacuate.
4. An emergency telephone list.
5. A written description of the selected evacuation assembly area and role call procedure.
6. A list of first aid and CPR trained personnel.

7. A procedure for obtaining keys that may be necessary during an emergency.
8. Copies of material Safety Data Sheets for all substances at the work site - MSDS' are to be included in the worksite written Hazard Communication Program.
9. A written description of emergency notification procedures.
10. A description of alarm procedures and expected action on the part of all staff members.
11. Identification of employees who might be required to delay their evacuation in the event of an emergency to perform critical activities, a description of those activities and specific instructions as to the timing of their ultimate evacuation.
12. Notification and communication procedures between the County and County Safety Coordinators, Department Management/Supervision, Risk Management Division, Facilities Management, as well as other emergency response agencies.

SECTION I

GENERAL INFORMATION

This section and Section II contain background information. They should be reviewed **before** developing a Facility Emergency Action Plan. In a real emergency, County Safety Coordinators and Management should already have a working knowledge of this section and immediately refer to Section 6 of the San Bernardino County Employee Safety and Health Manual for their complete department specific Action Plan.

EMERGENCY RESPONSE TEAMS

A key element in any emergency response plan is having an adequate number of trained individuals who can respond and manage common emergencies. Specifically trained employees should be used. Action begins with the discovery of an emergency and ends when there is no longer an immediate threat to life or property, or when

initial responders are relieved by higher authority or professional emergency response personnel.

Initial Training:

Selected response employees should receive training necessary to enable them to accomplish their duties. Training should include First Aid, Cardio-Pulmonary Resuscitation (CPR), Hazard Assessment, Search and Rescue, Evacuation Procedures, and Fire Suppression.

Ongoing Training:

To maintain skills, employees should attend re-certification classes for First Aid and CPR. In addition to attending these classes, emergency team personnel should meet periodically throughout the year to remain prepared for emergencies that may occur at their work site.

PHASES OF EMERGENCY ACTION

BEFORE THE EMERGENCY

- Prepare Plans
- Conduct or Schedule Training
- Conduct Drills
- Educate Employees
- Provide for Equipment & Resources

DURING THE EMERGENCY

During an emergency, trained employees will respond to and take charge of the situation. Actions will be guided by the Emergency Action Plan developed specifically for each facility in consultation with Department Heads, Managers, and Safety Coordinators.

AFTER THE EMERGENCY

All emergency equipment should be restored to full operational status and the Emergency Action Plan should be reviewed against the situation to determine if changes are needed.

LEVELS OF EMERGENCY RESPONSE

There are three basic degrees of emergency response based on the **severity** of the situation

and the availability of local resources to provide assistance.

MINOR EMERGENCY

These are non-life threatening situations handled by in-house resources with assistance from appropriate outside responders. Examples include:

- Power Failure.
- Interior flooding from water leaks or pipe breaks.
- Minor smoke accumulations from cooking or other sources when there is no fire.
- Minor disruptions following earthquakes where there was no physical damage or injuries.
- Entrapments such as stalled elevators.

MODERATE EMERGENCY

These include situations that involve moderate to severe and/or life threatening emergencies, including events involving significant property damage. Trained employees have major involvement in these situations as well as external resources such as fire, medical and/or law enforcement agencies. The Department Head, Manager or Safety Coordinator will usually be in charge. Examples include:

- Medical emergencies involving respiration, choking, bleeding, etc.
- Minor fires and smoke accumulations.
- Bomb threats.
- Moderate disruptions following earthquakes where there was limited physical damage and/or injuries.
- Evacuations.
- Minor hazardous materials emergencies.
- Minor flood.

MAJOR EMERGENCY

These are situations which overwhelm facility resources and possibly local fire, medical and/or law enforcement agencies. This type of situation may be managed from an Incident Command Post or in the event of a large disaster, from the County Emergency Operations Center. Examples include:

- Multiple medical casualties.
- Major fire.
- Hazardous smoke or chemical release.
- Explosions.
- Major disruption following large earthquakes producing physical damage and/or injuries.
- Major flood.

ROLES AND RESPONSIBILITIES

This section describes roles and responsibilities of individuals and/or departments who may have a direct role in an emergency response.

RISK MANAGEMENT DIVISION

County-wide administration of the Safety/Loss Prevention Program is the responsibility of Risk Management Division, Safety Section.

Responsibilities:

- Oversees the County-wide Safety/Loss Prevention Program.
- Assists in establishing training criteria and monitoring employee participation.
- Provides guidance, training, and technical support to departments and Safety Coordinators in the preparation, revision, and implementation of evacuation and fire plans.
- Assists Management in development, testing, and evaluation of emergency plans, procedures and drills.
- Consults with Management to mitigate problems identified through development of Facility Emergency Action and Fire Plans.

GROUP/DEPARTMENTS HEADS

Group/Department Heads are responsible for providing a safe and healthy workplace for employees. In doing so, they must also prepare for emergencies that may occur in the workplace. Although they may appoint others to manage specific aspects of emergency preparedness, they bear the ultimate responsibility for promoting and supporting emergency preparedness within their area of responsibility.

Responsibilities:

- Appoints an individual to act as department County Safety Coordinator, who is in a position to know the department and its special needs and has the authority to speak for the department head or manager in making decisions regarding the department safety program.
- Provides adequate funding for departmental emergency response supplies and training.
- Ensures that programs and procedures mandated by regulations, the California Labor Code and San Bernardino County Board of Supervisors policy relative to Emergency Action, Emergency Preparedness, and Fire Prevention are developed and implemented.

SAFETY COORDINATORS

The Safety Coordinator is at the center of emergency planning, communication and decisions for the facility in the event of an emergency. Safety Coordinators must have the authority to carry out their responsibilities and have a basic understanding of emergency response procedures. Safety Coordinators are appointed by Group/Department Heads. Depending on the size of the facility, one or more Alternate Safety Coordinators should be designated. In multi-department facilities, Department Safety Coordinators should meet to choose a Building Safety Coordinator.

Responsibilities:

- Writes, or assures the preparation of, and implements, an Emergency Action Plan.
- Writes or assures preparation of the department or facility Fire Plan.
- Ensures that evacuation plans are posted within the facility.
- Maintains regular contact with employees assigned emergency duties.
- Establishes training criteria and monitors employee participation.
- Monitors each facility where department, employees are working to ensure that there are an adequate number of trained personnel to carry out emergency response.
- Monitors each facility where department, employees are working to ensure that there are an adequate number of trained personnel to carry out emergency response.
- Functions as the facility or department point of contact during a disaster, major emergency or evacuation of the facility.
- Completes program audits.
- Makes the decision to evacuate and subsequently reoccupy a facility. This decision is normally made in coordination with local response agencies, such as fire and law enforcement personnel and management.
- Ensures that employees have been advised of the facility plan and other emergency procedures.
- Maintains the Emergency Action Plan insofar as accuracy and effectiveness.
- Conducts post-incident reviews of the Emergency Action Plan.
- Maintains central records for administration of the Emergency Action Plan, (i.e. training, active and inactive members, drills, facility plans, etc.).

- Coordinates with Risk Management Division/Safety Section, Agency/Department Heads and others to facilitate training, and Emergency Action, Fire Plan implementation.

DESIGNATED EMPLOYEES

Employees appointed to support the Emergency Action Plan should be conscientious, have good communication skills, be physically capable of performing necessary tasks and hold positions that do not routinely require their absence from the facility.

Responsibilities:

- Be familiar with the Emergency Action Plan, locations of emergency equipment and shut-off procedures for utilities at the facility.
- Report to the Safety Coordinator for instructions during emergencies.
- Maintain the required level of preparedness by actively participating in re-certification training classes (i.e. CPR and First Aid), regularly scheduled meetings and drills and all other related training and activities.

ALL COUNTY EMPLOYEES

Employees have certain duties and responsibilities concerning emergencies at the workplace.

Responsibilities:

- Become familiar with facility exits, both regular and alternate.
- Become familiar with the Emergency Action Plan.
- Become familiar with the Fire Plan.
- Know where the emergency assembly areas are located and be prepared to report to them when directed to do so.
- Know how and to whom to report emergencies (Supervisor, Manager, Safety Coordinator, etc.).

- During an emergency, follow instructions of the Safety Coordinator and the trained staff of employees.

SECTION II

WRITING A FACILITY EMERGENCY PLAN

Department Heads, Safety Coordinators and selected employees should work together to develop and write an Emergency Action Plan for the facility. This section contains instructions for completing this process. Examples are provided to illustrate format and content that is to be used for all County facilities.

Individual Emergency Action Plans should be modeled after examples on the following pages.

GETTING STARTED

Review Section I before writing an actual facility plan. It explains roles and responsibilities of those who are involved and provides general guidance in how to address a variety of emergencies.

INSTRUCTIONS

The following pages are examples of the material required in an Emergency Action Plan. The instructions for completing a page are included on each page. Examples include:

- Title Page - fill in facility name, street address and city.
- Introduction - use the copy supplied. It is the same for all County facilities.
- Table of Contents - organize the plan as listed in this example.
- Emergency Telephone Numbers - contains a list of the numbers needed.
- Emergency Response Personnel - Safety Coordinator and other specifically trained or identified County employees.
- Facility Site Plan - first of several drawings needed. Provides a bird's eye view of the facility and immediate surroundings.

- Facility Floor Plan(s) - illustration of interior features of the facility. Also includes emergency equipment.
- Command Post - Staging and Evacuation Assembly Area Plan - add this information to the "Facility Site Plan" drawing.
- Utility Shut-offs - list this information on a floor plan drawing.
- Emergency Procedures - insert facility specific procedures here.

In preparing an Emergency Action Plan, coordinate as necessary with those agencies that may respond to the facility in an emergency, i.e.: local police, fire and emergency medical personnel. In-house resources should include Facilities Management, County Fire Personnel, Office of Emergency Services, and Risk Management/Safety Section.

When you have completed the Emergency Action Plan and Fire Plan for your facility, office, or department place this document in Section 6 of the County of San Bernardino Employee Safety and Health Manual and place the Action Plan at the yellow tab following Section 6 labeled Department Program.

NOTE: If there are questions regarding development of an Emergency Action Plan contact Risk Management Division/Safety Section.

COVER

EXAMPLE

**FACILITY
EMERGENCY ACTION PLAN**

For

(Facility Name)

(Address)

(City)

INTRODUCTION

INSTRUCTIONS

The example below includes information that is to be included in an Emergency Action Plan as the first page following the cover.

EXAMPLE

This is the Facility Emergency Plan for (your facility).

The information in this Plan is to be used by the Safety Coordinator, Department Managers, Supervisors and other trained employees in responding to a disaster/emergency at this facility.

This Plan contains:

- ♦ Names and phone numbers of people/agencies to call for assistance.
- ♦ Facility drawings showing floor plans, emergency equipment locations, utility shutoffs, hazardous materials and staging areas for responders and evacuees.
- ♦ Procedures developed specifically for this facility.
- ♦ Since this Plan is a preparedness document, all sections are intended to be read and understood before an emergency. Upon the occurrence of a major emergency or disaster, the plan becomes an emergency management guide.
- ♦ Because names and telephone numbers frequently change, this Plan is reviewed on a regular basis and updated as often as necessary.

WHEN TO USE THIS PLAN

This Emergency Action Plan should be used during situations that require immediate response to save lives or property as a result of an emergency or disaster at this facility. Consider this Plan to be officially activated when:

- Serious or life threatening injury occurs.
- Fire or smoke is discovered in the facility.

- Evacuation of the facility is required.
- Natural events such as a storm or earthquake have damaged the facility or threatened the health and safety of its occupants.
- External sources of toxic fumes or smoke from a nearby accident or fire may enter the facility.
- Whenever the Department Head or Safety Coordinator believe it is necessary to do so.

TABLE OF CONTENTS

INSTRUCTIONS

Organize your plan according to the contents list below.

1. Introduction
2. Emergency Telephone Numbers
3. Emergency Response Personnel
4. Facility Site Plan
5. Floor Plan(s)
6. Specific Facility Emergency Action

EMERGENCY TELEPHONE NUMBERS INSTRUCTIONS

This should be Page 2 in the Emergency Action Plan. Before listing specific phone numbers and the name of the company or agency, verify that they are the correct response agencies for a particular facility.

The items most likely to change on this page are the names of the Safety Coordinator and the alternate. For that reason, the information must be routinely checked for accuracy and updated as needed.

EXAMPLE:

Name of facility: _____

Address: _____

Phone: _____

FACILITY MANAGER: (Name)

(Department & where located)

(Work and possibly other phone number)

ALTERNATE MANAGER: (Name)

(Department & where located)

(Work and possible other phone number)

EMERGENCY TELEPHONE NUMBERS

Fire Department - (Name of) 911

Police Department - (Name of) 911

Paramedics/Ambulance 911

Poison Control xxx-xxxx

Suicide & Crisis-24 hours xxx-xxxx

UTILITY COMPANIES

Gas Co: _____ Ph _____

Electric Co _____ Ph _____

Water Co. _____ Ph _____

Telephone Co. _____ Ph _____

Other _____ Ph _____

COUNTY NUMBERS

Facilities Management _____

Communications _____

Fire Marshal _____

Risk Mgmt/Safety Office _____

Haz
Mat _____Emergency Services
Division _____**OTHER EMERGENCY TELEPHONE NUMBERS**Department Head (work and home)
_____Division Head (work and home)
_____**EMERGENCY RESPONSE PERSONNEL****Instructions**

This should be Page 3 of the Emergency Action Plan. Below is a list of the information that should be included and a suggested format. Since the information on the page is very likely to change periodically, it should be updated as often as necessary.

REQUIRED INFORMATION**SAFETY COORDINATOR:**
(Name) _____(Location) _____
(Office and possible other phone numbers)**ALTERNATE SAFETY COORDINATOR:**
(Name) _____(Location) _____
(Office and possible other phone numbers)**TRAINED EMPLOYEE TEAM MEMBERS**

(Name and Location....Role....Phone No.)

(Name and Location....Role ...Phone No.)

(Name and Location....Role....Phone No.)

(Name and Location....Role....Phone No.)

(Name and Location....Role....Phone No.)

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FACILITY SITE PLAN

INSTRUCTIONS

The facility Site Plan should be Page 4 of the Facility Emergency Plan. Include on the drawing:

- The outside perimeter of the facility.
- Parking lots, sidewalks and open areas.
- Other buildings in the immediate proximity of the facility.
- The Command Post.
- The Emergency Staging Area.
- The Evacuation Assembly Area
- An arrow pointing North.

When a facility is evacuated, occupants must be moved to safe locations. When determining these locations, take into account traffic, emergency vehicle routes, and hazards such as toxic smoke, fumes, and overhead power lines.

Like the rest of an Emergency Action Plan, this drawing may require updating. Be alert to:

- Additions to the building that change its basic shape.
- Modifications to parking lots, sidewalks and open areas.
- Construction of new buildings in the immediate proximity of the facility.

FLOOR PLAN INSTRUCTIONS

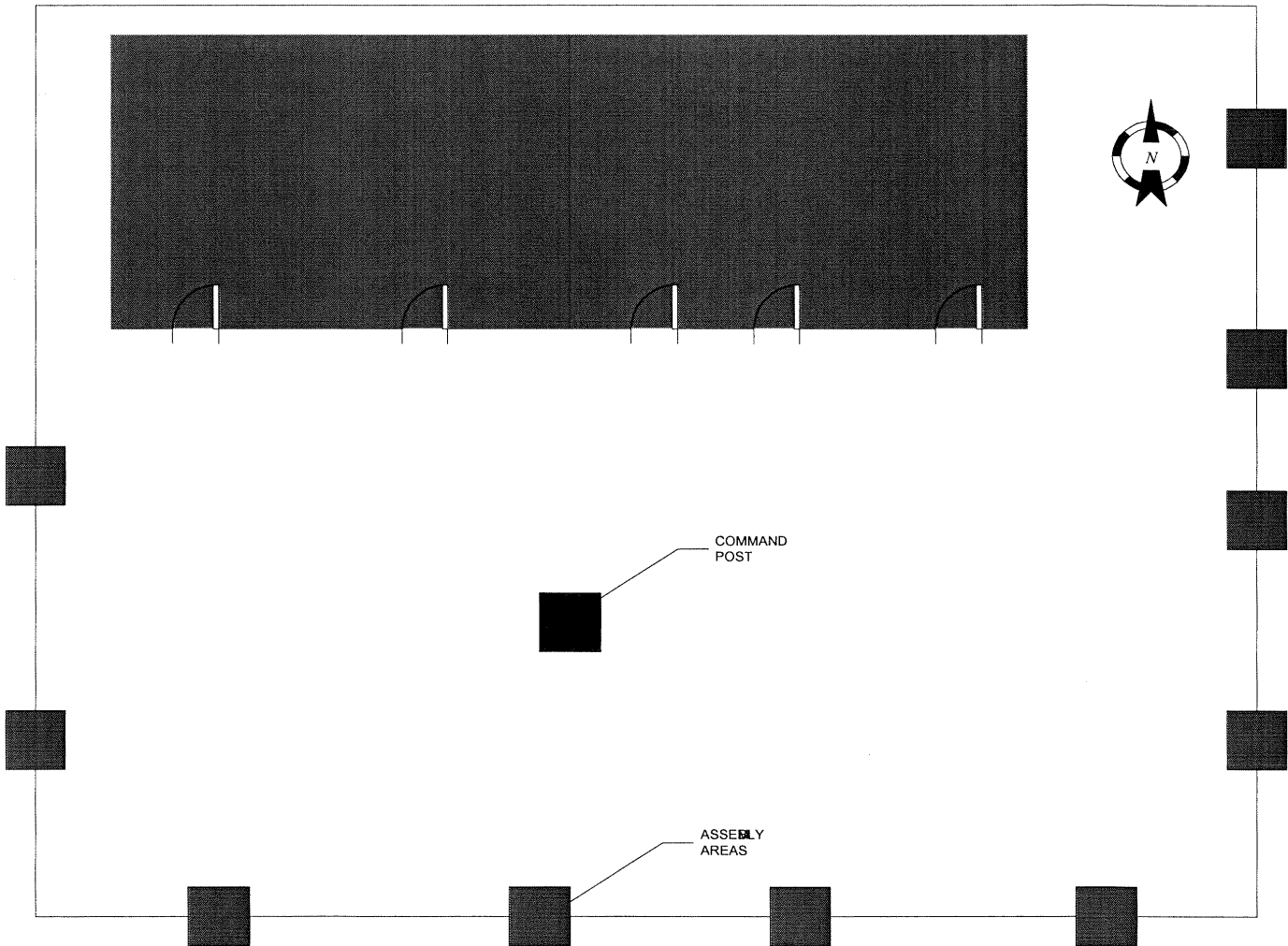
Floor Plan(s) should show emergency related items inside of the building. Include:

- Hallways, aisles, exits
- Elevators and stairs
- Fire hoses and extinguishers
- Fire alarm pull stations
- First Aid Kits & Trauma Kits
- Utility shut-offs. A Facilities Management individual will identify the location of these switches and valves.
- Exit Routes

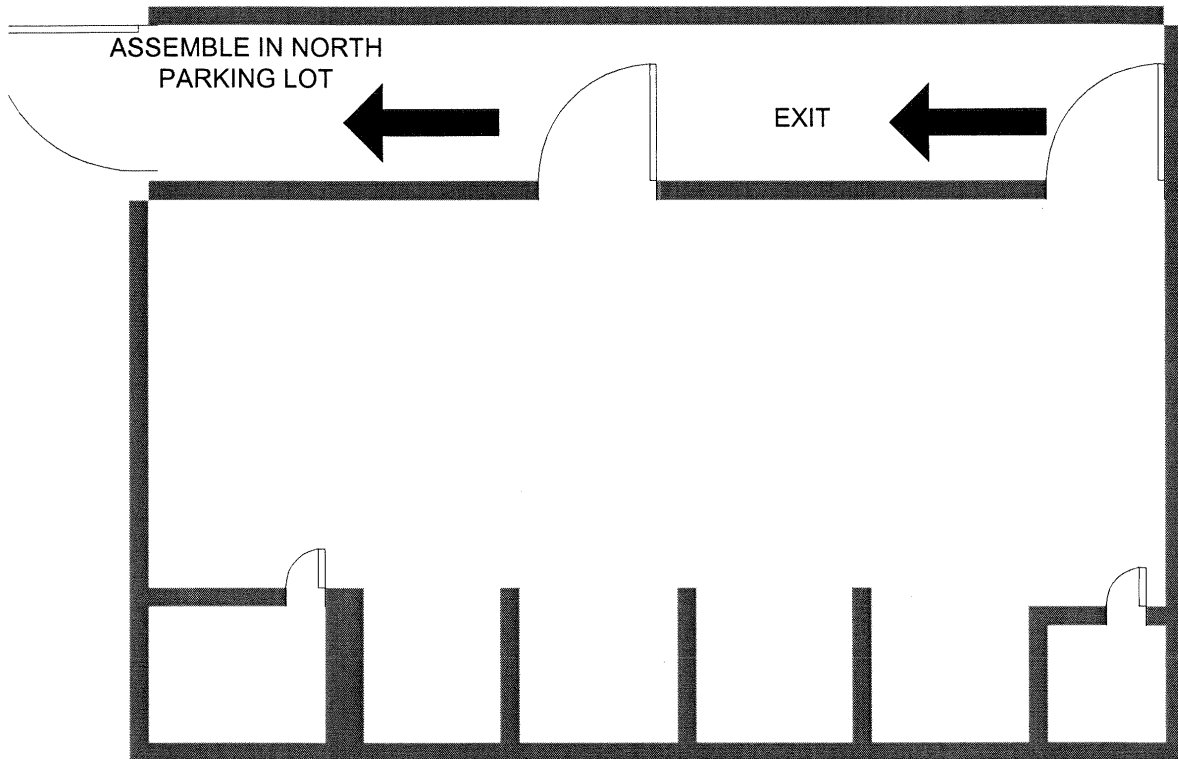
Depending upon the size of a facility and the number of unique or different floors, it may be necessary to provide several floor plan pages. Each page should be readily identified and drawn to the same scale. It is often helpful to identify major rooms by name or room number.

A detailed drawing will greatly assist any responders to an on-site emergency. For anyone not familiar with the facility, it can show the location of the emergency. A drawing can also be used to keep track of emergency activities such as searches.

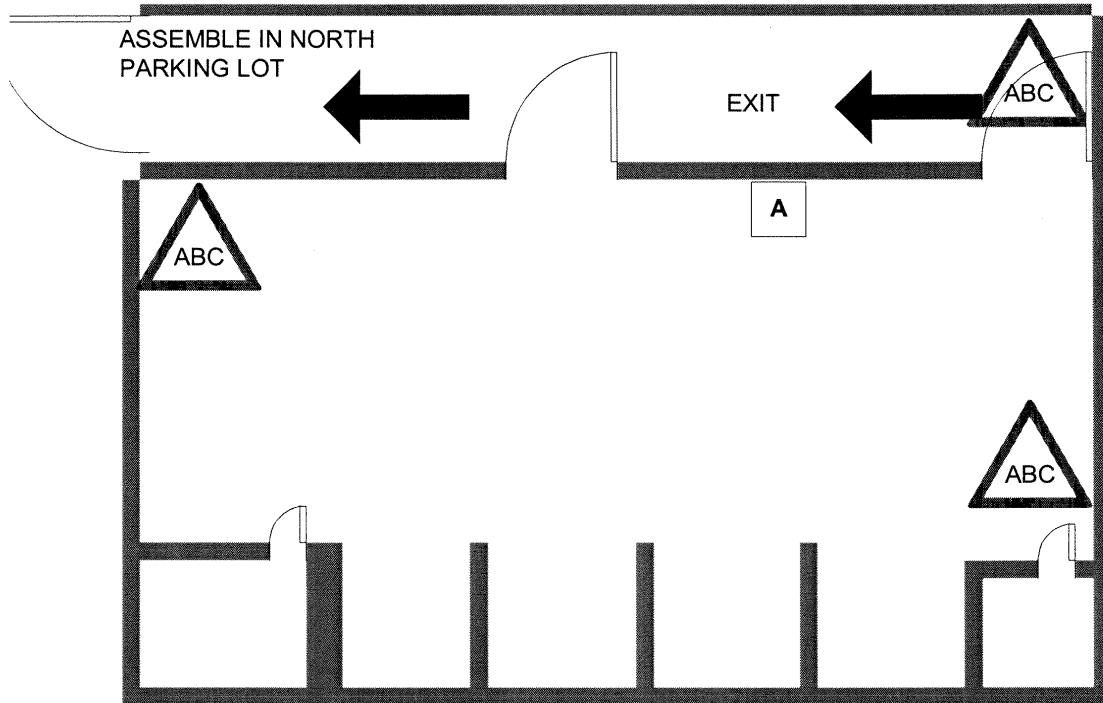
Facility Site Plan



BASIC FLOOR PLAN

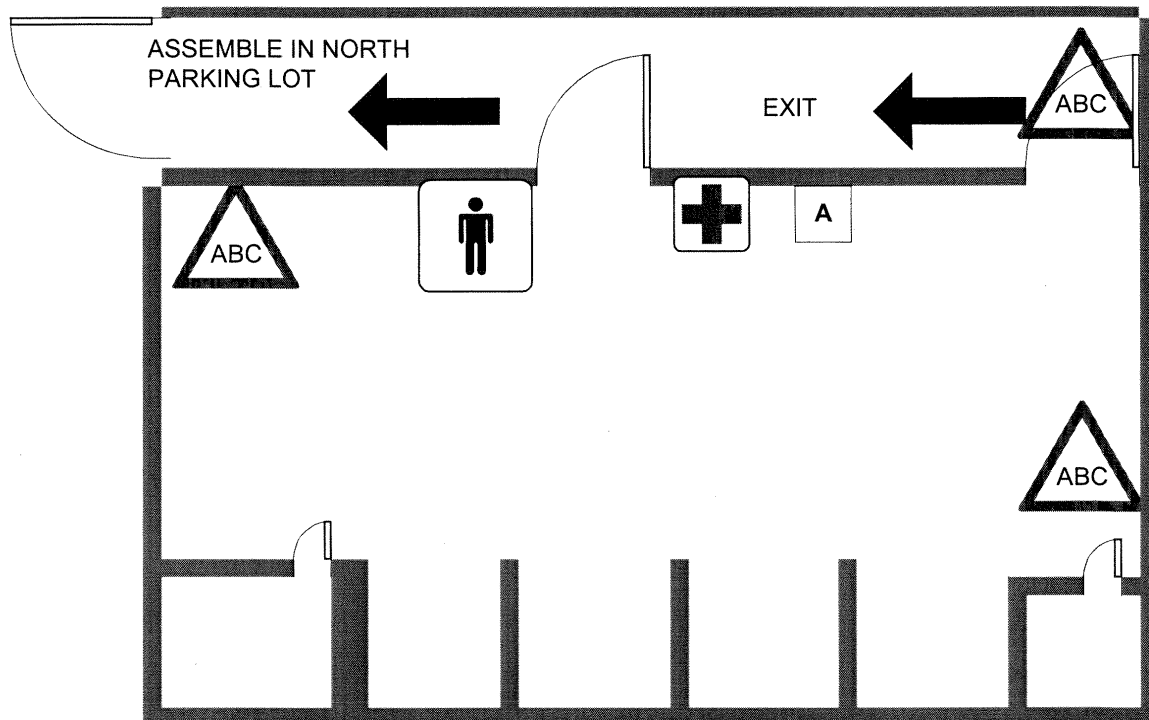


ENHANCED FLOOR PLAN



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COMPLETE FLOOR PLAN



FACILITY EMERGENCY PROCEDURES

The steps outlined earlier in this Section, address elements of an Emergency Action Plan common to all San Bernardino County Facilities.

Each individual Emergency Action Plan must also address all unique aspects of a given work location. Therefore, an Emergency Action Plan must include narrative instructions to be followed by employees covering the following reasonably anticipated emergencies:

1. Fire
2. Earthquake
3. Bomb Threat

Additionally, Safety Coordinators and others involved in the preparation of an Emergency Action Plan must consider the unique activities

and location of a worksite, assess the hazards or potential for emergency posed by the activities and/or location, and prepare specific narrative instructions for addressing unique emergencies.

Examples include:

- Chemical or Substance Spill Hazards
- Explosive Hazards
- Hazardous Equipment or Laboratory Processes
- Gunfire Hazards
- Work Place Violence Considerations
- Bio Hazards
- Clients or Patients with Specific Needs